

# VACANCY NOTICE

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Assistant Administrative Officer</u>	CLASSIFICATION CODE: <u>824900</u>
	SALARY RANGE: <u>821 A \$33,665 - \$38,563</u>	REFERENCE POSITION NO.: <u>2041-10000-17</u>
	Department or Agency Name <u>Executive</u>	APPLICATION PERIOD: <u>July 6 - 19, 2004</u>
	Division/Section/Unit <u>Governor's Commission on Disabilities</u>	
	Assignment(s) / Comments <u>This Position is in the Unclassified Service</u>	
	Shift and Days: <u>Non-Standard</u>	Job Location: <u>John O. Pastore Center, Cranston</u>
	Restrictions/Limitations: <u>None</u>	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>X</u>	
	Name of Bargaining Unit Union: _____	
	There is ____ is not <u>X</u> a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** <b>In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To supervise and participate in the processing and maintenance of financial, payroll, personnel or other important records;		
To prepare quarterly financial reports regarding grants and other accounts;		
To assist in the preparation of the annual budget and supervising its execution;		
To requisition office supplies and equipment; and		
To administer the RI Disability Business Enterprise Program, assisting businesses owned by people with disabilities and rehabilitation facilities compete for state government contracts.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<b>Education:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in business or public administration; <b>or</b>	
	<b>Experience:</b> Such as may have been gained through: employment involving supervision of the work of an office staff engaged in performing varied routine and difficult clerical tasks and involving some experience in making studies and analyses of office methods and procedures.	
	<b>Special Requirement:</b> Prefer experience using BySpeed Purchasing, A.P. and Inventory Software.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Bob Cooper	Telephone #: <u>(401) 462-0100</u>
	Governor's Commission on Disabilities	Fax #: <u>(401) 462-0106</u>
	John O. Pastore Center, 41 Cherry Dale Court	TTY/TDD #: <u>(401-462-0101</u>
	Cranston, RI 02920-3049	(Telecommunication Device for the Deaf)
		RI RELAY 711



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